

Please keep top page of the application for your records!



# Safety Town



## 2014 Student Volunteer Application

Thank you for your interest in being a student volunteer for Safety Town.

August 11-15, 2014

9:00 a.m. - 12:00 p.m.

1:00 p.m. - 4:00 p.m.

Chehalem Armory

620 N Morton Newberg

Newberg, OR 97132

- All new volunteers are required to successfully complete an application, provide references and go through an interview process.
- Interviews will be held June 25, from 10 a.m. to 1 p.m. and June 26 from 4 p.m. to 8 p.m. at the Public Safety Building at 401 East Third Street.
- Returning volunteers must complete the application. References and interview are not required for returnees who have already gone through the process.
- If selected, please expect to attend a required training session on August 6 from 10 a.m. to 1 p.m. at the Armory. The training session will involve an overview of Safety Town's curriculum and schedule, as well as your role/responsibility as a student leader. This training session is mandatory for both new and returning student leaders.
- Expect to attend a pre-camp work day Friday August 8. Student Leader assignments will be announced and additional training will be provided as well as valuable camp preparation.
- Must be able to work the entire week-long session. Volunteer positions available for either the morning or afternoon session.
  - Morning Session: Arrive promptly at 8:30 a.m. and leave at 12:15 p.m. \*
  - Afternoon Session: Arrive promptly at 12:45 p.m. and leave at 4:30 p.m. \*\* Except on first day of session, please arrive an extra 15 minutes early.
- Volunteer Opportunities: Counselor, Head Counselor, Arts & Crafts Manager, Floater/Timer
- If you are interested and willing to make the commitment, please complete this packet and return it by June 3, 2014.

In Person Delivery:

Chehalem Park and Recreation Aquatic Center  
1802 Haworth Ave  
Attn: Sarah Craft

Mail Delivery:

Chehalem Park and Recreation District  
Attn: Sarah Craft  
125 S. Elliott Road Newberg, OR 97132

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# Student Volunteer Positions and Responsibilities

## Counselor

Responsibilities include but are not limited to: Committing your time and effort during the week to be a positive role model to children ages K-1<sup>st</sup> grade. Leading groups of 8-10 children to learn and practice safety concepts thru guest speakers, songs, skits, arts and crafts. Be conscientious about your commitment and plan to be at camp everyday. Smile and have a positive attitude, pay attention, listen and keep track of your group at all times. Maintain teamwork in duties, including groups with guest speakers, art/crafts, snacks and bathroom breaks. Greeting parents and children with a smile and confidence in order for them to feel comfortable and to feel they can trust you with their child. Effective communication with project coordinators with issues, questions, etc.

## Arts and Crafts Manager

Responsibilities include but are not limited to: Working independently as well as a team with children K-1<sup>st</sup> Grade. Organizing and setting up crafts for each session. Lead in direction of “how to” and assist children. Clean-up area at the end of each session and at the end of the day. May need to interact with group with songs, games, etc.

## Floater/Timer

Responsibilities include but are not limited to: Monitor 20 minute sessions, walk to individual groups and communicate with them of 5-10 minute warning until station rotation. Must do this without being an interruption to the guest speaker and/or group session. Communicate and assist Project Coordinators with info and duties.

## Head Counselor

Responsibilities include but are not limited to: Required to be a Jr. in High School with minimum of two years experience at Safety Town. Work independently as well as in a group environment with tasks. Assist project coordinators with duties, assist counselors in their groups as needed, assist with arts/crafts with a positive attitude. Assist parents with questions, issues, comments in finding a project coordinator to insure appropriate info and answers.

## Dress Code

Please consider this volunteer opportunity as a job. Please dress respectfully and appropriately for this type of assignment.

**PLEASE LEGIBLY PRINT INFORMATION IN BLACK OR BLUE INK  
PLEASE ANSWER ALL QUESTIONS**

**Deadline: June 3, 2014**

Questions: Please call (503)519-5747 or e-mail [scraft@cprdnewberg.org](mailto:scraft@cprdnewberg.org)

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Telephone #: \_\_\_\_\_ Secondary Telephone #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Male ☐ Female

School Attending in Fall 2014: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Telephone #: \_\_\_\_\_ Secondary Telephone #: \_\_\_\_\_

Do you have any medical/physical issues, or medications that we should be made aware of, in order to provide you proper assistance? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Will you be available to attend the training work day on August 6, 2014 from 10:00 a.m. - 1:00 p.m.?

☐ Yes ☐ No

Would you prefer to volunteer for the morning or afternoon shift? ☐ Morning ☐ Afternoon

What is your preference of volunteer positions? ☐ Arts/Crafts ☐ Floater/Timer

☐ Counselor ☐ \*Head Counselor \*Must be in HS and have 2 years previous experience with Safety Town to be a head counselor.\*

If you are selected to volunteer at Safety Town you will be provided with a t-shirt to wear during the week.

What size will you need?

☐ Youth Small ☐ Youth Medium ☐ Youth Large ☐ Adult Small ☐ Adult Medium ☐ Adult Large

Do you agree to abide by the "dress code"? ☐ Yes ☐ No

Have you volunteered with this Safety Town before? ☐ Yes ☐ No

If so, when? \_\_\_\_\_

## Letter of Reference

Please include the following information for the individual providing a letter of reference for you. Remember, they must be 18 years of age or older and **must be a Non-Relative**.

Returning volunteers **do not** need to provide a Letter of Reference.

Reference Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

**Please attach the letter of reference to your application when you turn it in.**

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